

**STATE PROCUREMENT OFFICE
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS**

1. TO: Chief Procurement Officer
2. FROM: DCCA / Insurance / Captive Branch

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:

The following goods and services are essential for the captive insurance branch to implement its exhibition booth at the American Society for Healthcare Risk Management (ASHRM) 2009 Conference & Exhibition, October 22-24, 2009 in Denver, CO:

- 1) Labor to install & dismantle electrical outlets, install & remove carpet/padding and janitorial service
- 2) Rental of furniture
- 3) Rental of carpet
- 4) Shipping of booth
- 5) Material handling & dryage

Exhibitor move-in schedule date is October 21, 2009, exhibitor move-out schedule date is October 24, 2009.

For complete information, see Attachment 1 "Goods and Services Required"

4. Name of Vendor: Freeman

Address: 4493 Florence Street
Denver, CO 80238

5. Price:

\$4,000

6.

Term of Contract: From: 10/21/09 To: 10/24/09

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

Freeman is the official on-site services contractor for the American Society for Healthcare Risk Management (ASHRM) 2009 Conference & Exhibition, October 22-24, 2009 in Denver, CO.

For complete information, see Attachment 1 "Goods and Services Required" and Attachment 2 "Justification for selecting Freeman"

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

Freeman is the official on-site services contractor for the American Society for Healthcare Risk Management (ASHRM) 2009 Conference & Exhibition, October 22-24, 2009 in Denver, CO.

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

Approvals by the division chief (Insurance Commissioner) and department head (Director) are required.

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:

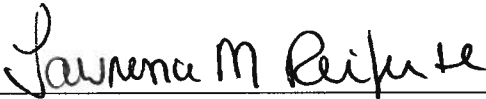
Name	Position	Involvement in Process	
Lawrence M. Reifurth	Director	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
J.P. Schmidt	Insurance Commissioner	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to:

Department: DCCA
Contact Name: Colleen Yuen
Phone Number: 586-0981
Fax Number: 586-0987

Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*


Department Head

8/24/09
Date

Reserved for SPO Use Only

15. Date Notice Posted 8/26/09

The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
State Procurement Office
P.O. Box 119
Honolulu, Hawaii 96810-0119

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

Chief Procurement Officer's comments:

16.



APPROVED



DISAPPROVED



NO ACTION REQUIRED

Adam S. Fyfe 10/11/09
Chief Procurement Officer Date